ACADEMY
GREAT BARR

# Admissions Policy

2028-29



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| Policy owner | Mr M Kulyna |
| Approval | Local Governing Body |
| Effective from | November 2026 |
| Next review | November 2027 |

## 1. Purpose and responsibility

This policy sets the admission arrangements for Q3 Academy Great Barr for the 2028-29 academic year. It covers entry to Year 7, in-year admission to Years 7 to 11, and admission to the sixth form.

The Mercian Trust is the school's proprietor and admission authority. The school participates in Sandwell Metropolitan Borough Council's co-ordinated admission arrangements.

The admission authority will apply these arrangements fairly and without unlawful discrimination. It will make reasonable adjustments for disabled applicants where needed.

'Parent' includes carers and anyone with parental responsibility.

## 2. Education, health and care plans and relocation

A child whose education, health and care plan names Q3 Academy Great Barr will be admitted through the statutory plan process. These places are allocated before the oversubscription criteria are applied.

Families of UK service personnel with a confirmed posting, and Crown servants returning from overseas, may apply before moving. With an official letter confirming the relocation date, the admission authority will process the application before the family arrives and allocate a place in advance if one is available. It will not refuse an application solely because the family does not yet live in the area or has no intended address. It will use an evidenced intended address, or a Unit or quartering address if the parent asks it to do so.

## 3. Applying for a Year 7 place

The school has capacity for 1,050 students across Years 7 to 11. Its published admission number for Year 7 is 210.

For a Year 7 place in the normal admission round, parents must apply through the common application process of the local authority where they live. The closing date for on-time applications is 31 October 2027. The home local authority will handle late applications under its published co-ordinated scheme.

The home local authority will send offers on 1 March 2028.

If there are 210 or fewer applications, every applicant will be offered a place. If there are more applications, the school will rank them under section 4.

## 4. Oversubscription criteria

After places for children whose education, health and care plan names the school have been allocated, applications will be ranked in this order:

1. Looked-after and previously looked-after children. A looked-after child is in local authority care or is being provided accommodation by a local authority when the application is made. This criterion includes a child who appears to the admission authority to have been in state care outside England and to have ceased to be in state care because they were adopted. A previously looked-after child is one who left care

through adoption, a child arrangements order, or a special guardianship order immediately after being looked after.

2. Children whose brother, sister, stepbrother, or stepsister currently attends the school, including its sixth form, and will continue to do so on the date of admission.
3. Children whose parent or carer has been employed to work at Q3 Academy Great Barr for 2 or more years when the application is made. This criterion also includes a parent or carer recruited to fill a vacant post to work at Q3 Academy Great Barr for which there is a demonstrable skill shortage.
4. Children who live closest to the school.

For the distance criterion, Sandwell will use the address where the child normally lives with a parent who has parental responsibility. Where the child lives with both parents, it will use the address where the child lives and sleeps for most of the school week, from Sunday to Thursday nights. Sandwell may require evidence of the address. It will measure distance in a straight line from the Local Land and Property Gazetteer address point for the property to the school's main entrance.

If 2 or more applicants are tied for the final place, it will be allocated by random allocation supervised independently of the school. A fresh random allocation will be used whenever a place is offered from the waiting list to tied applicants.

Parents must make a separate application for each twin or other child from the same multiple birth. If the final place is offered to one child from a multiple birth, the school will also admit their twin or other multiple-birth sibling. The school may exceed the published admission number for this purpose.

## 5. Waiting list for Year 7

The school will maintain a Year 7 waiting list until at least 31 December 2028. A parent may ask for their child's name to be added after an unsuccessful application.

The school will rank the waiting list using all the oversubscription criteria in section 4. It will rank the whole list again whenever a child is added or removed. The date of the application or the date a child joined the list does not give priority.

Admissions required by an education, health and care plan, the Fair Access Protocol, a lawful direction, or a successful appeal take priority over the waiting list. The school will offer any remaining place to the child with the highest waiting-list priority at that time. A child's waiting-list position can therefore move up or down.

Joining the waiting list does not affect the right to appeal against refusal of a place.

## 6. In-year admission to Years 7 to 11

An in-year application is made after the normal Year 7 point of entry or for admission to Years 8 to 11.

Sandwell Metropolitan Borough Council co-ordinates in-year applications for Q3 Academy Great Barr. Parents should use Sandwell's in-year application process.

Sandwell will notify parents of the outcome in writing within 15 school days of receiving the application. If a place is available, the school will offer it unless admitting another child would prejudice efficient education or the efficient use of resources.

If there are more applications than available places, the school will rank them under section 4. A refusal notice will explain the reason and the right to appeal.

The school will not delay or refuse admission because information has not arrived from a previous school. A meeting, tour, or assessment after an offer will support transition and will not be a condition of admission. Once an in-year offer is accepted, the school will arrange for the child to start as soon as possible.

The school participates in Sandwell's Fair Access Protocol. The protocol helps eligible vulnerable or unplaced children who are having difficulty securing an in-year place. It may require the school to admit a child when the relevant year group is full. It does not replace the ordinary application and appeal processes.

## 7. Admission to the sixth form

The school's sixth form has capacity for 250 students across Years 12 and 13.

### Applications for Year 12

The published admission number (PAN) for external applicants to Year 12 is 25.

The school will admit eligible external applicants up to the external PAN. If the number of eligible external applicants does not exceed the external PAN, the school will offer a place to each of them. If it exceeds the external PAN, the school will rank them under the external oversubscription criteria below.

Students already on roll who meet the academic entry requirements will transfer automatically to Year 12. They are not required to apply for admission. The school may ask them to confirm their intention to transfer and their subject preferences.

An external applicant or their parent may apply through the route published on the GB6th area of the school website. Applications open on 1 October 2027.

The deadline for external applications is Wednesday 19 April 2028.

The school will contact every applicant after submission and make a conditional offer, which the applicant may accept or decline. A conditional offer does not guarantee a place. The school will confirm a place only if the applicant meets the academic entry requirements and, where more than 25 eligible external applicants apply, is allocated a place under the published oversubscription criteria.

A meeting to discuss courses and options will not form part of the decision about whether to offer a place.

### Academic entry requirements

The general academic standard for entry or progression to Year 12 in September 2028 is GCSE grade 4 or above in maths and in either English language or English literature.

The academic entry requirements for individual courses are published in the GB6th prospectus on the school website. The school reviews the prospectus each year.

The school will contact applicants who meet the general standard but not the requirements for their chosen subjects. Where available, it will offer alternative courses for which they meet the entry requirements. The applicant may choose from any courses offered or decline the conditional offer.

The same academic entry requirements will apply to internal and external applicants.

## Oversubscription for external applicants

If there are more eligible external applicants than the external PAN, eligible looked-after and previously looked-after children will receive highest priority. This includes a child who appears to the admission authority to have been in state care outside England and to have ceased to be in state care because they were adopted.

Within the looked-after and previously looked-after group, and then among all other eligible applicants, a higher Key Stage 4 average point score gives higher priority. This is the applicant's Attainment 8 score, calculated under the Department for Education's published method for 2028 results, divided by 10. It includes eligible GCSE and equivalent qualifications.

Applicants with the same score will be ranked by distance from the school, with the closest given priority. Distance will be measured as set out in section 4, using the applicant's normal home address. For an applicant aged 18 or over, this is the address where they normally live. If applicants remain tied for the final place, the independent random allocation process in section 4 will apply.

## Year 12 waiting list

The school will maintain a Year 12 waiting list until at least 31 December 2028. An eligible external applicant may ask to be added after an unsuccessful application.

The school will rank the list using the external oversubscription criteria. It will rank the whole list again whenever an applicant is added or removed. The application date and the date an applicant joined the list do not give priority.

Admissions required by an education, health and care plan, a lawful direction, or a successful appeal take priority over the waiting list. The school will offer any remaining place to the applicant with the highest waiting-list priority at that time.

Joining the waiting list does not affect the right to appeal against refusal of a place.

## Late Year 12 and Year 13 applications

Late external Year 12 applications received after the published deadline but before the start of the academic year will be considered after on-time applications have been processed. Where places remain, eligible applicants will be ranked under the external oversubscription criteria.

Applications for Year 12 after the start of the academic year, and applications for Year 13, are in-year applications. Applicants or their parents should apply directly to the school using the Sixth Form details on the school's contact page.

In-year Year 12 applicants must meet the published general and course-specific entry requirements. For entry to Year 13, applicants must meet the general academic standard for Year 12 and be studying equivalent examination courses at their current school or college. The school will assess whether the content already studied aligns sufficiently with its programme. Differences in examination specifications, optional units, or completed coursework may prevent admission where they would significantly hinder successful completion of the course.

If an applicant meets those requirements and a place is available, the school will offer it unless admission would prejudice the efficient provision of education or use of resources. Substantial missed teaching may support refusal where admission would cause that prejudice. Applications received after 31 October 2028 will still be considered individually on this basis.

Where there are more eligible applicants than available places, the school will rank them using the external oversubscription criteria above.

The applicant will be notified of the outcome of an in-year application in writing within 15 school days of its receipt. A refusal notice will explain the reason and the appeal rights in section 9.

An external applicant or an internal student refused a place in the sixth form has the appeal rights set out in section 9.

## 8. Admission outside the normal age group

A parent may ask for their child to be admitted outside their normal age group. This request is separate from the application for a school place, and the parent must also apply for a place through the normal route.

The parent should make the request in writing, preferably when applying for a place. They should explain why the requested year group would be in the child's best interests and provide any supporting evidence they want considered. For a normal-round application, the parent should send the request to the school early enough for a decision before the application deadline. The admission authority will still consider a later request, but it may be too late for the main admissions round.

The admission authority will decide each request individually and in the child's best interests. It will consider:

- the parent's views
- the child's academic, social, and emotional development
- relevant medical information and professional views
- whether the child has previously been educated outside their normal age group
- whether premature birth may have placed the child naturally in a different age group
- the headteacher's views

The admission authority will give the parent its decision and reasons in writing. If it agrees to the request, the application will be considered for that year group under this policy and without lower priority.

A parent may appeal if the school refuses a place. There is no statutory admission appeal where the school offers a place but not in the requested year group. A parent may use the Trust's complaints procedure to complain about how the age-group request was handled.

## 9. Appeals

When a place is refused, the decision notice will explain:

- why admission was refused
- how to appeal
- the deadline for lodging the appeal

- where to send the written grounds of appeal

The deadline will allow at least 20 school days from the date of the refusal notice.

Parents may appeal against a refusal for a child of compulsory school age. A sixth-form applicant and their parent may each appeal against refusal of a sixth-form place. If they appeal separately, the appeals will be heard together. A young person above compulsory school age may appeal in their own right.

The admission authority will arrange an independent appeal panel. The panel's decision is binding on the admission authority and the appellant.

A complaint about maladministration by the appeal panel may be made to the Department for Education. This route concerns how the appeal was conducted, not the merits of the panel's decision.

These appeal arrangements do not apply to a child whose education, health and care plan names another school. Challenges about the school named in a plan use the statutory special educational needs appeal process.

## 10. Transition and induction

Year 7 transition support may include:

- arranging primary-school links and pre-transfer visits, including outside Sandwell
- providing curriculum and pastoral bridge activities and induction days
- arranging extra meetings, visits, mentoring, or inclusion support where needed
- involving the special educational needs co-ordinator in planning for students with SEND

Every new student will be allocated a personal tutor. Once the student starts, their personal tutor will be the first point of contact for parent enquiries. During transition, parents can email the transition mailbox using the details on the school's contact page.

After an in-year place in Years 7 to 11 is offered and accepted, the school will contact the family to arrange an initial meeting. Staff will share information about the school and explain the transition arrangements. These include a transition day for all in-year entrants except Year 7 students joining in the first half term, when the whole year group is new to the school. Arrangements will take account of the student's needs and any Key Stage 4 pathways.

The school will offer a start date no more than 10 school days after the meeting, unless exceptional circumstances apply or the family and school agree a later date.

On the transition day, students will complete basic maths and science assessments, meet staff and peers in their year group, tour the school, and receive information about starting. These assessments will identify learning needs or suitable curriculum pathways; they will not decide whether the student is admitted. Students will follow their normal timetable from the following school day.

### Transition to Year 12

After GCSE results day, applicants whose places are confirmed must attend enrolment on the published dates. These will be the first days of the school year after any INSET days. External applicants should bring paper evidence of their GCSE results and photo ID. The school will arrange another way to verify results or identity where these documents are unavailable.

Students will take part in an induction programme to support their transition to sixth-form study.

Applicants who cannot attend enrolment should tell the school as soon as possible so alternative arrangements can be considered. The school may withdraw an unaccepted offer only after giving the applicant a further reasonable opportunity to respond and explaining that the offer may be withdrawn.

For Year 12 applications made after the first 2 weeks of the academic year, the school will assess whether the applicant can access their chosen courses despite missed teaching and whether admission would prejudice the efficient provision of education or use of resources. It will make an individual decision under section 7.

## 11. Review, variation, and records

Admission arrangements are determined annually. Changes to determined arrangements are subject to the statutory variation process.